



# Office of Temporary and Disability Assistance

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Governor

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Acting Commissioner

## Local Commissioners Memorandum

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### Section 1

<b>Transmittal:</b>	24-LCM-01
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	January 19, 2024
<b>Subject:</b>	2023-2024 Home Energy Assistance Program (HEAP) Program Allocations
<b>Contact Person(s):</b>	HEAP Bureau at (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 – 2023-2024 HEAP District Program Allocations</a>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides social services districts (districts) with the 2023-2024 Home Energy Assistance Program (HEAP) district program allocations.

Districts receive program funds for locally issued payments. This LCM outlines the requirements for use of these funds and provides each district with the amounts of their total program allocations for the 2023-2024 program year.

2023-2024 district administrative allocations will be provided under separate cover.

#### II. Background

Program allocations are to be used by districts to make locally-issued HEAP payments, including heat-included benefits issued directly to recipients through Electronic Benefit Transfer (EBT) or check issuance, and two-party check payments to vendors participating in HEAP under the Option E provision of the HEAP Vendor Agreement.

Program allocation amounts are based on each district’s number of locally-issued HEAP payments in 2022-2023.

#### III. Program Implications

Program allocations reflect the anticipated amount of funds needed for local issuance of 2023-2024 HEAP payments to districts outside New York City. Cash advances will be provided to districts to support such payments.

**Districts must set their HEAP Benefit Issuance and Control System (BICS) locks to “U” (unlocked) no later than 30 calendar days after receipt of the HEAP program allocations in**

**order for EBT and locally-issued two-party check payments to be made. Districts must verify receipt of these HEAP program allocations prior to setting the locks to “U”.**

The 2023-2024 HEAP district program allocations are found in Attachment 1.

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**Issued By:**

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**Title:** Deputy Commissioner

**Division/Office:** Employment and Income Support Programs/New York State Office of Temporary and Disability Assistance